

LMS Administrator Training calendar for April-May-June, 2009

Note: All times are listed in Eastern Time.

1. The full LMS Admin/ POC Training consists of 3 two-hour sessions. (See note below about special training for those with HELP DESK role ONLY)
2. Please plan to attend sessions in order.
3. Please identify which sessions you would like to attend:
 - a. Select a Session #1 date/time from column 1
 - b. Select a Session #2 date/time from column 2
 - c. Select a Session #3 date/time from column 3.
4. Office Hours on Thursdays are available every week for any one to attend. This call will become the weekly LMS call after the training is completed.
5. Additional sessions have been scheduled to train the new LMS Administrators **with HELP DESK Role ONLY**. (see below) If you have new Admins who will have the full LMS Administrator roles, THEY SHOULD PLAN TO ATTEND THE REGULAR 3 SESSION TRAINING.

Please arrive 10 minutes prior to the start of class

Live- Session #1- Overview/User and Supervisor (Select one)	Live—Session #2-LMS Admin Interface/functions (Select one)	Live—Session #3-Profile Maintenance/ Implement- ation Plan (Select one)	Special Session for new Admins <u>with Help Desk Role ONLY</u>	National LMS call/ Q&A—Help on all LMS training questions (Attend all if possible)
<u>11 am – 1:00 pm ET</u>	<u>11 am – 1:00 pm ET</u>	<u>11 am – 1:00 pm ET</u>	<u>2:00 pm –3:30 pm</u>	<u>12:00 noon –1:20 pm ET</u>
Monday, March 23, 200	Tuesday, March 24, 2009	Wednesday, Mar 25, 2009	Monday, March 23, 2009	Thursday, March 19, 2009
NO CLASS, March 30, 2009	NO CLASS, March 31 st	NO CLASS, April 1, 2009	NO CLASS, March 30, 2009	Thursday, March 26, 2009
NO CLASS, Apr 6, 2009	NO CLASS, Apr 7, 2009	NO CLASS, Apr 8, 2009	NO CLASS, Apr 6, 2009	Thursday, April 2, 2009
NO CLASS, Apr 13, 2009	NO CLASS, Apr 14, 2009	NO CLASS, Apr 15, 2009	NO CLASS, Apr 13, 2009	NO CALL, April 9, 2009
Monday, Apr 20, 2009	Tuesday, April 21, 2009	Wednesday, Apr 22, 2009	Monday, April 20, 2009	Thursday, April 16, 2009
NO CLASS, Apr 27, 2009	NO CLASS, Apr 28, 2009	NO CLASS, Apr 29, 2009	NO CLASS, Apr 27, 2009	Thursday, April 23, 2009
Monday, May 4, 2009	Tuesday, May 5, 2009	Wednesday, May 6, 2009	Monday, May 4, 2009	Thursday, April 30, 2009
NO CLASS, May 11, 2009	NO CLASS, May 12, 2009	NO CLASS, May 13, 2009	NO CLASS, May 11, 2009	Thursday, May 7, 2009
Monday, May 18, 2009	Tuesday, May 19, 2009	Wednesday, May 20, 2009	Monday, May 18, 2009	Thursday, May 14, 2009
NO CLASS, May 25, 2009	NO CLASS, May 26, 2009	NO CLASS, May 27, 2009	NO CLASS, May 25, 2009	Thursday, May 21, 2009
Monday, June 1, 2009	Tuesday, June 2, 2009	Wednesday, June 3, 2009	Monday, June 1, 2009	Thursday, May 28, 2009
NO CLASS, June 8, 2009	NO CLASS, June 9, 2009	NO CLASS, June 10, 2009	NO CLASS, June 8, 2009	Thursday, June 4, 2009
Monday, June 15, 2009	Tuesday, June 16, 2009	Wednesday, June 17, 2009	Monday, June 15, 2009	Thursday, June 11, 2009
NO CLASS, June 22, 2009	NO CLASS, June 23, 2009	NO CLASS, June 24, 2009	NO CLASS, June 22, 2009	Thursday, June 18, 2009
Monday, June 29, 2009	Tuesday, June 30, 2009	Wednesday, June 30, 2009	Monday, June 29, 2009	Thursday, June 25, 2009

Live meeting Link for all training and the Thursday call:

<https://www.livemeeting.com/cc/vaoirooms/join?id=VALMS&role=attend&pw=jw%2F%2FS3D>

Phone #/ Code: 1-800-767-1750 code: 35793#